

PART 2024 - PROPERTY AND SUPPLY

Subpart G - Services, Supplies, and Equipment for the National Office

§2024.301 Scope.

This subpart prescribes procedures to obtain:

- (a) General office supplies and common office equipment from the General Services Administration (GSA) Customer Service Center (CSC), and the Central Supply Store (CSS), United States Department of Agriculture (USDA); and
- (b) General office services, supplies, furniture and equipment not available through the CSC and CSS, which must be obtained through small purchases and contract acquisition procedures by the Property and Space Management Branch (PSMB), Support Services Division (SSD) and the Procurement Management Division (PMD); and
- (c) The PSMB will serve as the receiving point of small purchases for supplies and equipment within the Rural Economic and Community Development (RECD) mission area. PSMB will serve as the point of contact for invoice processing of small purchases and PMD for all other contracts. PSMB is the contact point for all services covered under this Instruction except §2024.303(a).

§2024.302 General office supplies and equipment.

- (a) CSC and CSS. The PSMB will establish CSC and CSS accounts for each division/staff within the RECD mission area. Each division/staff will order general office supplies and equipment directly from the CSC and CSS. PSMB shall be responsible for periodic reviews of CSC and CSS division/staff accounts.
- (b) General supplies and equipment. For general office supplies and equipment not available through the CSC and CSS, a Form AD-700, "Procurement Request," shall be submitted to the PSMB, SSD. Form AD-700 shall also be submitted for small purchases, contracting services, supplies and equipment, such as nameplates, typewriters, calculators, furniture, bulk computer paper, xerox paper, toner cartridges, and agency specific items. Instructions for preparing and processing Form AD-700's are contained in the Forms Manual Insert (FMI).

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Administrative Services
Property and Supply

§2024.303 Services.

(a) Office of Operations. Problems with lighting, janitorial services, heating, and air conditioning shall be referred to the Office of Operations Hotline Center on 202-720-7897. The PSMB should be contacted if the problem continues and is not resolved by the Hotline Center.

(b) Service requests. All other requests for services (e.g., moving furniture, room alterations, carpet shampooing) should be submitted on Form AD-700. Requests for emergency services may be made orally and followed by Form AD-700.

(c) Form AD-873, "USDA Property Pass." Form AD-873 shall be issued by the PSMB for the removal of any personal and government property from the premises.

(d) Parking. The PSMB is the primary contact for the RECD mission area for parking issues.

§2024.304 Small purchases and contract acquisitions.

(a) Definitions. "Small purchases" refers to acquisitions of supplies and services (including maintenance and repair) that are in the amount of \$25,000 or less which are not available through the CSC or CSS. "Contracts" refers to acquisitions for supplies, services, or equipment that are more than \$25,000. Both small purchases and contracts may require Contract Review Board (CRB) approval as specified in RD Instruction 2024-O.

(b) Form RD 2024-18, "Designation of Contracting Officer's Representative (COR)." Following the award of a contract, the PMD Contracting Officer shall issue the COR a completed Form RD 2024-18 which outlines the duties, responsibilities, and limitations of that designation. Instructions for completing Form RD 2024-18 are contained in the FMI.

§§2024.305 - 2024.350 (Reserved)

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